



How to Get Involved

This document provides guidance on suggested roles and responsibilities (tasks) for members of the Operation Preparation team within a school/district. Ideally teams should be comprised of school staff, business/community partners and parent representatives.

Role	Responsibilities
School Principal AND/OR Assigned individual(s) willing to become familiar with and involved in the project	<ul style="list-style-type: none"> • Serves as project champion within the school • Ensures district policies are followed during Operation Preparation • Serves as a school representative (s) on the Local Planning Committee • Serves as Point of Contact within the school • Communicates with the district about school plans • Advises/coordinates school logistical concerns and plans for implementation • Coordinates community advisor training (if choice is made to hold in person as an alternative or in addition to online training) • Coordinates student/community advisor assignment • Assembles student data if online ILP is not available during advising session • Collects student data from volunteer community advisor before they leave the building • Provides feedback on project to the district point of contact
District Superintendent AND/OR Assigned individual (s) willing to become familiar with project AND/OR Public Information Officer	<ul style="list-style-type: none"> • Share information and encourage all middle and high schools to participate • Serves as project champion within the district • Advises and supports Local Planning Committee(s) on district policies as they relate to Operation Preparation • Ensures project stays on track for implementation • Helps keep lines of communication open between planning committee and schools • Serves as a Point of Contact within the district • Tracks school participation, number of students served and number of Operation Preparation volunteers in the district • Coordinates promotion and publicity of Operation Preparation for the district

School Board Member(s)/ SBDM Council representative(s) Individuals who support Operation Preparation project concept and implementation	<ul style="list-style-type: none"> • Serves on Local Planning Committee • Volunteers to be a Community Advisor • Ensure that all 8th- and 10th-grade students have the opportunity to participate in Operation Preparation and are afforded the time with an appropriate volunteer to support the student's individual needs
Community Partner One or more representatives from business, community organization, philanthropic or community service group	<ul style="list-style-type: none"> • Serve on Operation Preparation Local Planning Committee • Help recruit volunteer advisors and support personnel • Help keep focus on community support of project • Support the importance of College and Career Readiness for all students • Provide guest speakers • May be able to help with any associated costs
Volunteer Community Advisors Interested individual (s) with the desire to help support students in their quest for college/career readiness	<ul style="list-style-type: none"> • Notify school of interest in volunteering • Submit to school any necessary paperwork that may be required to volunteer (i.e. contact information, career area of expertise, schedule availability for advising week of March 12-16, 2012, nondisclosure form, background check if required) • Undergo online training (approximately 30-minutes) and submit proof of training to school • Review student information at school prior to advising session • Conduct advising session • Return any student information used during advising session to the school office • Fill out evaluation form
Operation Preparation Local Planning Committee Various stakeholders from school, family and community that support the goal of college/career readiness in our schools	<ul style="list-style-type: none"> • Leads the bulk of the planning and implementation work for Operation Preparation in the school/district in collaboration and consultation with other key stakeholders (see other responsibilities for ideas on specific tasks that may be involved)

Parents	<ul style="list-style-type: none"> • Volunteer to serve on the planning team • Sign-up as volunteer advisors • Communicate about Operation Preparation to your workplace or any organizations to which they belong • Obtain ILP login credentials if you do not have them (for parents of students in grades 6-12) • Log in to the ILP and have your student walk you through the sections • Discuss college and career planning with student (s) at home.
News and Social Media Local radio, TV, newspaper, blog	<ul style="list-style-type: none"> • Helps raise awareness of the importance of College and Career Readiness and specifically the advising process • Helps disseminate information about and volunteer opportunities with Operation Preparation • Promotes Operation Preparation within the local community